



## AmeriCorps Member Orientation Checklist

Program Year: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Director: \_\_\_\_\_

Member Name: \_\_\_\_\_

Were the following points covered in the member's orientation?:

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| <input type="checkbox"/> Specific skills and knowledge needed to perform service                       | <input type="checkbox"/> Time sheets   |
| <input type="checkbox"/> Member rights and responsibilities  | <input type="checkbox"/> National Service: The Big Picture                                     |
| <input type="checkbox"/> Program's Code of Conduct   | <input type="checkbox"/> History of Service in America (available in this manual)              |
| <input type="checkbox"/> Prohibited Activities   | <input type="checkbox"/> Roles and Responsibilities of Host Sites                              |
| <input type="checkbox"/> Drug Free Workplace   | <input type="checkbox"/> AmeriCorps Network of National and State programs, members and alumni |
| <input type="checkbox"/> Suspension and Termination Rules  | <input type="checkbox"/> AmeriCorps ethics and motto (Getting Things Done)                     |
| <input type="checkbox"/> Grievance Procedures  | <input type="checkbox"/> Meaning of Illinois Community   |
| <input type="checkbox"/> Equal Opportunity, Affirmative Action, Non Discrimination Activities          | <input type="checkbox"/> Civic Reflection and Civic Responsibility (Meaning of Service)        |
| <input type="checkbox"/> Preventing Sexual Harassment Education  | <input type="checkbox"/> Understanding the objectives of the program                           |
| <input type="checkbox"/> Specific Safety procedures for member safety                                  | <input type="checkbox"/> Program Rules, Regulations and Benefits                               |
| <input type="checkbox"/> Diversity Awareness   | <input type="checkbox"/> Member Handbook   |
| <input type="checkbox"/> Inclusion and Reasonable Accommodation Requests                               | <input type="checkbox"/> Allowed Activities (available in the manual)                          |
| <input type="checkbox"/> Member Benefits   | <input type="checkbox"/> Living allowance  |
| <input type="checkbox"/> Background Checks   | <input type="checkbox"/> Staff and Member roles  |
| <input type="checkbox"/> Member Wage Garnishment   | <input type="checkbox"/> Completing National Trust Enrolment Forms                             |
| <input type="checkbox"/> Introduction to National Service and AmeriCorps                               | <input type="checkbox"/> Eligibility of full time members for HealthCare/Childcare             |
| <input type="checkbox"/> My AmeriCorps Portal (Loan Forbearance, Education Award and Interest Accrual) |  |

Notes:

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